

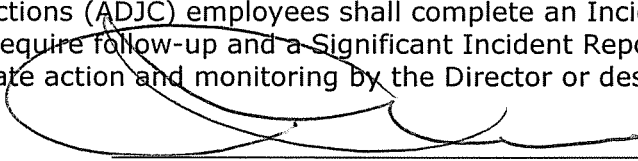


Policy: 1190
Chapter: Secure Facilities
Rule: Incident Reporting

Effective: 03/12/2008
Replaces: 1190
Dated: 07/13/2001

A.R.S.	A.C.A	A.A.C
§§41-2804	3-JTS-3A—09,18;3B-14,15;3C-10,11,12.	

The Arizona Department of Juvenile Corrections (ADJC) employees shall complete an Incident Report (IR) to document all unusual events that require follow-up and a Significant Incident Report (SIR) to report serious events that require immediate action and monitoring by the Director or designee.


Michael D. Branham, Director

Procedure Index:

1190.01	Incident, Misconduct, and Positive Behavior Reporting
1190.02	Critical Incident Debriefing, Incident Debriefing, and Incident Report Follow-Up.
1190.03	Significant Incident Reporting
1190.04	Administrative Incident Reporting

Form Index

1190.01A	Incident Report Form
1190.01B	Employee Feedback Form
1190.03C	Significant Incident Review Process for Juveniles on Conditional Liberty
1190.04A	Administrative Incident Report

Definitions:

- 1. Assault:** Intentionally, knowingly, or recklessly causing or attempting to cause any physical injury to another person; including the use of bodily fluids to injure or infect another person. Includes employees assaulted by juveniles, and juveniles assaulted by juveniles.
- 2. Attempted Escape:** Any instance in which a juvenile is apprehended prior to his/her unlawful departure from an institution or from custody while being transported. To be distinguished from a juvenile being out of area.
- 3. Child Abuse:** Harm or threatened harm to a juvenile's health or welfare that occurs through non-accidental physical or mental injury, sexual abuse, sexual exploitation, or maltreatment by a parent, a legal guardian, or any other person responsible for the juvenile's health or welfare.

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4. **Completed Suicide:** A death resulting from a suicide attempt. The intervention and follow-up for completed suicides is outlined in Procedure 4250.01 Suicide Prevention Procedure.
5. **Contraband:** Any item(s) introduced or found in the facility, including improperly possessed drugs (whether illegal or legal), weapons, tattoo material, or mail that are expressly prohibited by those legally charged with the responsibility for the administration and/or operation of the facility.
6. **Critical Incident:** An event that results in serious injury or death, taking of a hostage, or an escape.
7. **Damage to Property:** Physical injury to an object that makes it less useful, less valuable, or less able to function.
8. **Death:** The permanent end of an employee's or juvenile's life as determined by a qualified health care provider.
9. **Escape:** The unlawful departure of a juvenile from an institution or from custody while being transported, or failure to return to the facility while on leave.
10. **Failure to Comply/Program:** Refusal to participate in programming or comply with a directive issued by an employee.
11. **Fire:** The event of something burning (often destructive).
12. **Horseplay:** Wrestling, rough contact, or roughhousing between juveniles that rises to the level of an incident but is not considered an assault.
13. **Hostage Situation:** An event when a person holds someone against his/her will to secure that person's demands.
14. **Incident:** An event or crisis that may compromise the safety and security of employees and juveniles and requires employee response and written documentation.
15. **Injury:** Any instance in which a juvenile or employee is hurt, even if treatment is not provided; this includes minor injuries such as scratches or swellings.
16. **Juvenile on Juvenile Fight:** A physical altercation between two or more juveniles with the intent to harm or intimidate.
17. **Life Threatening Suicide Attempt:** A suicide attempt that a Qualified Health Care Professional (QHCP) determines would have resulted in death except for circumstances beyond the juvenile's control. The intervention and follow-up for life threatening suicide attempts is outlined in Procedure 4250.01 Suicide Prevention Procedure.
18. **Medical Emergency:** An acute illness or unexpected healthcare need that requires immediate medical treatment and/or hospitalization.
19. **Out of Area:** Failure of a Juvenile to be in an authorized location which rises to the level of an incident.

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- 20. Self Injurious Behavior:** An act performed with the apparent intention to cause injury but not death. Examples include: self-inflicted superficial scratches, cutting/scratching one's self with a comb or eraser, tattooing, head-banging, biting, bruising, hitting, picking/pulling scabs, or ingesting of foreign substances or objects with the intent to cause injury but not death. The intervention and follow-up for self injurious behavior is outlined in Procedure 4250.01 Suicide Prevention Procedure.
- 21. Self Referral to Separation:** Upon a juvenile's own request, removing the juvenile from his/her community, classroom, group, or event where regular programming is scheduled to the Separation Unit for the reason of separating him/herself from the original environment.
- 22. Serious Suicide Attempt:** a suicide attempt that requires medical treatment and/or hospitalization. The intervention and follow-up for a serious suicide attempt is outlined in Procedure 4250.01 Suicide Prevention Procedure.
- 23. Sexual Behavior:** Any form of physical intimacy directed toward reproduction or sexual gratification.
- 24. Significant Incident:** A serious event or crisis that may compromise the safety and security of employees and juveniles and requires immediate action and monitoring by the Director or designee.
- 25. Suicide Attempt:** An act apparently intended to end one's life. The follow-up for suicide attempt is outlined in Procedure 4250.01 Suicide Prevention Procedure.
- 26. Suicidal Behavior:** Any type of deliberate action with potentially life threatening consequences. The suicidal behavior categories, as defined in Policy 4250 Suicide Prevention include: suicide attempt, life-threatening suicide attempt, and serious suicide attempt. This behavior may include statements of suicidal behavior, gestures, threats, and tattoos denoting suicidal intent, ingestion of medication of substance with the intent to cause serious harm or death. The intervention and follow-up for suicidal behavior is outlined in Procedure 4250.01 Suicide Prevention Procedure.
- 27. Suicide Threat:** Any action where a juvenile verbally states, writes, or shows by behavior a self-destructive desire, intent, or wish, with or without physical injury. The intervention and follow-up for suicidal threat is outlined in Procedure 4250.01 Suicide Prevention Procedure.
- 28. Tattooing:** Making a mark on a juvenile's body by inserting pigment into the skin.
- 29. Theft:** The wrongful taking of someone else's property without that person's willful consent.
- 30. Threatening/Intimidating:** Communicating intention to cause physical injury to another person, or serious damage to the property of another, or creating a feeling of fear in another person.
- 31. Use of Force:** A "hands on" approach used with a resistant juvenile to compel or limit movement.